

Guiding Principles and Procedures

Administrative Guidelines

1. Students will be enrolled in grades 9 to 12.
2. **Seniors will have a job** in a career-related field or go to **Owensboro Community & Technical College**. If a student does not fulfill this requirement, they will receive a failing grade in their Co-op course each quarter that they do not meet the minimum expectations. Students in 9th, 10th and 11th grades will be enrolled in a full day program.
3. Students are referred through the guidance office of their home school.
4. **Any student who withdraws before the completion of the school year** forfeits his/her position. To be considered for enrollment, they will be placed on a waiting list until a slot becomes available.
5. Students may only **re-enter their home school** at the beginning of a new school year if approved by the HPHS principal and the principal and leadership team of the home school.
6. All referrals from the home school are subject to the agreement of the parents, student and staff.
7. All seniors **must participate in the graduation ceremony** if they have the state minimum required 22 credits and have met the requirements set forth by the Kentucky Department of Education and the Daviess County Public Schools.
8. All administrative decisions are subject to the Daviess County Board of Education.

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What is Heritage Park High School

Heritage Park High School is a nontraditional high school. That simply means it is a school designed to meet the uniqueness of its learners. The methodologies are different, classrooms are smaller, atmosphere is closer, but content and expectations for learners are the same.

Mission Statement of Heritage Park High School

It is the mission of Heritage Park High School to give rise to life ready students by developing LEADERS from within, providing inspiring learning CYCLES, teaching the IMPACT of serving the community and expanding opportunities for sustainable CAREERS.

Why Should Someone Enroll at Heritage Park High School?

1. The student is credit deficient and they are unable to graduate with their graduating class.
2. The student is significantly behind in school such as a sophomore that is already 17 years of age.
3. The student is already a parent or has parental obligations.
4. The student is habitually truant and disengaged in the regular high school setting.
5. The student is wishing to return to school after dropping out.
6. The student may have severe physical problems that prohibit them from attending school for a full day.
7. The student has recently been in a treatment facility and needs additional support as a transition before returning to their home school.
8. The student needs a small, supportive classroom environment in order to maximize their learning potential.
9. Other students as deemed necessary by the school.

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How Do I Register?

1. See your guidance counselor, principal or assistant principal to be referred.
2. After the referral occurs, an intake appointment will need to be scheduled at the school.
3. The student and a parent/guardian will be interviewed.
4. Determination of placement will rest with the school.
5. Registration and fee payment will be completed at the school.
6. Withdrawal from the original school will occur. All materials (books, computer, charger, etc.) belonging to the originating school must be turned in at the time of withdrawal.
7. Heritage Park High School will request the transcript and records from the originating school. All outstanding obligations must be paid to the home school in order for the transcript to be released.
8. A homeroom will be assigned and a graduation plan with the homeroom teacher will be completed.
9. Students will report to classes.
10. Upon completion of courses or any necessary credit recovery, a grade will be issued. Report cards and/or midterms will be issued every quarter and reports of student progress will be sent at each halfway point in the quarter. Grades may be accessed using the parent and student Infinite Campus portals.

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Heritage Park High School Guiding Principles

Every Guiding Principle of the Alternative Program is designed to help you as a student. We feel the following principles are important to you.

- I choose to be on time.
- I choose to find and maintain a job or vocational school placement during the senior year.
- I choose to call the school if I am absent.
- I choose to keep my absences to four or less per semester.
- I choose to remain tobacco free.
- I choose to refrain from using alcohol and/or drugs.
- I choose to refrain from using electronics during instructional time.
- I choose to abide by the dress code.
- I choose to leave my car promptly.
- I choose not to be disrespectful to supervisors.
- I choose to put forth good faith effort on all required assessments.
- I choose to keep the campus neat and clean.
- I will participate in the commencement ceremony when I graduate.

It is a privilege and an honor to be a student at Heritage Park High School. If I choose not to follow these guiding principles, I may be asked to withdraw from the Daviess County Public Schools for a period of one semester or from this program permanently.

Parent Signature: _____ Date: _____
Student Signature: _____ Date: _____

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Procedures for Discipline & Guiding Principles

At Heritage Park High School, we prepare students for College, Career and Life Readiness. First, we would like to see every student graduate from high school. Second, we would like each student to be successful in the real world, whether it be college or the “world of work.” Everything that we ask our students to do pertains specifically to life readiness.

Be On Time

Learning to be on time is a very important skill in the area of work. Employees are only given three late notices in most businesses before they are let go. **School starts at 8:10 in the morning. In the afternoon session, 12th grade students need to be at school by 11:50.** Every effort should be made to be here on time every day. If you receive five or more tardies, you will be referred to the assistant principal or the Director of Student Services.

Attendance/Absences

The Kentucky legislature made a change in the law addressing student attendance at school effective July 1, 2005. The legislature amended the compulsory attendance law (KRS 159.150) to read that a student will be considered a “habitual truant” if they have six unexcused absences during a school year. **The law does not make any difference between an absence and a tardy (being late for school).**

This means if a student has six unexcused absences, six unexcused tardies or any combination of absences and tardies equaling six, the student will be considered to be a “habitual truant.” If this happens, they may be court proceedings against the parent and/or student, depending on the student’s age. Another change in the law now also includes students who are ages 18-20. These students may now be charged with truancy in District Court.

The Daviess County Public Schools allows parents/guardians to write “parent notes” when their child is absent or late to school. However, DCPS allows parents to write notes to excuse up to eight absences from school per year for illness. Pupils are required to attend regularly and punctually the school in which they are enrolled. **It is critical to your success to be in regular attendance.** DCPS is required by law to enforce the “compulsory attendance law.”

All work is done at school. **In order to stay in school, students must be making satisfactory progress.**

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Truancy Defined

Any pupil who has been absent from school without a valid excuse for six days, tardy without a valid excuse for six days or any combination of absences and tardies totaling six days is now considered a habitual truant. Absence for less than a half-day shall be considered tardiness.

Truancy Procedure

When a student accumulates three unexcused absences, the school will inform the Director of Student Services. If a student accumulates four unexcused absences, the Director of Student Services will notify the parent via letter or home visit as a plea to correct the truancy problem. Parents will receive a final notice of impending legal action via a letter or home visit if the student accumulates six unexcused absences. Additional unexcused absences could result in court action for educational neglect against the parents and/or truancy petition being filed against the student.

Excused Absences

An excused absence or tardiness is one for which work may be made up, such as:

- Death or severe illness in the pupil's immediate family,
- Illness of the pupil,
- Religious holidays and practices,
- If approved in advance by the Principal, one (1) day for attendance at the Kentucky State Fair, or
- Other valid reasons as determined by the Principal.

A maximum of eight absences or tardies per school year [maximum of four per semester for grades following a semester block schedules] may be excused by parent note or parent call-in for illness or other approved absence per District policy. A statement from a medical practitioner, dentist, or county health department official will be required for any additional absences.

Any parent **notes for illness** [maximum of eight for absences] and all medical practitioners' statements must be submitted to the school attendance secretary within three days of the absence or the absence(s) shall be recorded as unexcused.

In cases where **students transfer** from one school to another during the school year, the student's excused and unexcused cumulative attendance record will also transfer to the new school.

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DCPS *Unexcused* Absence Procedures

1st Confirmed Unexcused Absence or Tardy – call from school, attendance secretary or staff explaining unexcused absences.

2nd Confirmed Unexcused Absence or Tardy – letter or call from school attendance secretary or staff explaining unexcused absence.

3rd Confirmed Unexcused Absence or Tardy – warning letter and/or home visit from school staff indicating that according to the state statute and board of education policy the child is considered truant and the next unexcused absence will result in the child’s name being sent to the Student Services Coordinator at the district office to begin a truancy file.

4th Confirmed Unexcused Absence or Tardy – the attendance secretary notifies the Student Services Coordinator via e-mail and the Student Services Coordinator sends a warning letter to parent(s) and/or makes a home visit.

In addition to notifying the Student Services Coordinator, the attendance secretary must copy the email to the Attendance Intervention Team (AIT) for intervention strategies. Members of the AIT will be the principal, assistant principals, school counselors, FRYSC coordinators/outreach workers and school nurse/health room assistant.

The purpose of the Attendance Intervention Team will be to more effectively communicate information about a student who is having attendance problems. It will be necessary for the members of the AIT to communicate by email by always clicking on “Reply to All” when making comments about interventions already taking place or intervention strategies needed. Examples of intervention strategies would be: home visits, phone calls, letters or notes home, personal contact with parent(s) and student through a conference, attendance incentive plan, possible referral to outside agency, speaking to the student in the hallway between classes, etc...

5th Confirmed Unexcused Absence or Tardy – same procedure as used for 4 unexcused absences or tardy. School secretary e-mails the Attendance Intervention Team. The School Administrative Manager and/or Director of Student Services may make a home visit and issue a final notification violation and/or send a Notice of Impending Legal Action letter to parent(s).

6th Confirmed Unexcused Absence or Tardy – same procedure as 4th and 5th unexcused absences or tardy. School secretary e-mails the Attendance Intervention Team. The Director of Student Services files educational neglect charges with the district juvenile court system and/or files truancy charges with the Court Designated Worker (CDW) office.

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HPHS Specific Attendance Requirements:

Students will have no more than four absences per semester.

A consecutive absence for one of the following two reasons will be considered a one-time absence:

- a) sickness as documented by a doctor,
- b) death in the immediate family, or
- c) excused school trip.

If you are 18 years of age, you may be asked to withdraw from school for attendance violations. If you are under the age of 18, you may be referred to court for habitual truancy. Please keep in mind that in most businesses, **you are only given eight sick days a year.**

Just like in the workplace, you are expected to **call in and let us know that you will not be in school or if you have an emergency that will result in a tardy.** Absences are checked daily and calls are made home by the secretary in the front office.

Tobacco – Possession or Use

All Daviess County Public Schools property is tobacco free. Possession and/or use of tobacco and tobacco related items, including but not limited to cigarettes, e-cigarettes, snuff, chewing tobacco, matches, lighters, etc., are not permitted in or on any property owned or operated by the Board. This includes school-sponsored or school-endorsed activities in which the student is a participant. In addition, the use of tobacco in any form shall not be permitted in outdoor facilities owned or operated by the Board during all District-sponsored activities.

If a student is in **POSSESSION** of tobacco products including electronic cigarettes in school or at a school sponsored event:

- The tobacco product is confiscated
- Subsequent violations will result in ISS, OSS or CAI placement
- Juuls, vaping devices, e-cigs, etc. will NOT be returned to the student or guardian. These items will be turned over to the SRO/District personnel.

If a student is **USING** any type of tobacco product including electronic cigarettes in school or at a school sponsored event:

- The student will immediately be suspended

**It is legal to search for any item that is thought to be in violation of adopted policy.*

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Alcohol or Drugs

There will be no tolerance of drug selling, using or possession on school property. If drugs are found, the student will be asked to submit to a drug test at the parent or student's expense. Students will be withdrawn from school immediately. They must see the Student Assistance Coordinator or Court Designated Worker. Any recommendation for counseling will result in the parents covering all expenses of the program. Students may return to school only after six (6) visits with the Student Assistance Coordinator.

Dress Code

All students are expected to be properly dressed while attending school. School officials may deal on an individual basis with dress that will interfere with the educational process or is a disruption to class.

Example: A student who exposes his/her under garment because the pants are too low is a disruption. **Administrative decisions on all dress code matters will be final.** Failure to observe the dress code will result in the student being sent to the discipline office to change to proper attire if necessary. He/she will receive an unexcused absence from all classes missed during the time required to comply with the dress code.

Students may:

1. Wear shorts that are fingertip length or longer. (Biking shorts may NOT be worn.)
2. Wear skirts that are fingertip length or longer. (With arms extended, fingertips must touch cloth.)
3. Wear shirts, sweatshirts, sweaters, and pullovers; however, they may **NOT exceed fingertip length.**
4. Wear leggings/jeggings/yoga pants/tights or similar types of garments, **IF** they are NOT a transparent or see-through material.
5. Wear hats that do not cause a distraction to the educational process. (Hoodies are NOT hats.)

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Students will NOT:

1. Expose undergarments.
2. Wear halter-tops, tank tops, sleeveless shirts, belly shirts, or midriff tops that expose the stomach or torso region even when arms are raised.
3. Wear coats that are longer than fingertip length – for example., trench coats, etc. in the building.
4. Wear clothing with obscenities, firearm/gun references, tobacco, drug or alcohol related implications.
5. Wear pants that sag or pant legs that cover shoes causing a tripping or safety hazard. Pants should be worn at the waist level.
6. Wear bandanas. (Do-rags shall NOT be carried, worn, or possessed.)
7. Wear hair picks, combs, or brushes in their hair.
8. Wear sunglasses in the building unless prescribed by a physician.
9. Wear jeans/pants with holes above the knee without garments under them to cover exposed skin.
10. Wear spiked dog collars or chains hanging from the pocket.
11. Wear a hoodie as a hat or a hat that is disruptive to teaching in the building.
12. Wear swimwear or sleepwear, this includes blankets and houseshoes.
13. Students may not wear apparel that is designed or decorated in such a way that would be deemed disruptive to the educational process. Examples of items NOT to be worn include but are not limited to: confederate flag, swastika, symbols, anti-American slogan, ears, tails, or gloves, etc.

These guidelines were established by a committee of students, parents, and faculty members as directed by the Daviess County Board of Education. This policy will be reviewed annually to ensure that style changes in attire will be properly addressed.

Driving to School

Students are expected to leave their car promptly upon arriving at school. No students will be permitted in the parking lot during school hours unless they notify their teacher. Students are expected to leave and enter the parking lot in a respectful manner. **Reckless driving** while leaving or pulling out on Buckland Square may result in the following:

- a) warning,
- b) calling parents/guardians, or
- c) suspension of driving privilege.

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Respect and Dignity

Your attitude will be very critical to your success in the workplace. Please treat all staff with respect. **Abusive language will not be tolerated** and should not be directed toward any staff. A threat will be considered harassment and students may be asked to leave the school immediately. Threats to teachers or school employees may result in possible criminal prosecution. Minor conflicts may be handled in the following manner:

- a) student will be given a redirect,
- b) student will be asked to leave the room,
- c) student will be placed in isolation to make a plan of improvement in behavior,
- d) student and teacher will talk to the student assistance coordinator,
- e) student may be removed from class, and
- f) continued conflict will result in removal from school.

Profanity

Student use of profanity will not be tolerated at school or school related events. Any student referred to the Focus Room for profanity will complete required paperwork. The amount of required paperwork will be dependent on the number of referrals for profanity during that grading period.

Profanity Directed Toward a School Employee

Five (5) day to ten (10) day out of school suspension, possible recommendation for expulsion, or CAI placement after investigation of the situation. Verbal abuse of a teacher will also be filed with the SRO.

Harassment of Other Students

There is a zero tolerance for harassment of fellow students. Should a student be harassed, they need to:

- a) notify their teacher,
- b) notify the principal or assistant principal,
- c) try to work out a peaceful resolution with a counselor.
- d) students who fight or continue to harass others will be withdrawn from school.

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e) charges may be pressed in a court of law.

Harassment is serious and in the workforce, it may result in immediate dismissal from a job or a lawsuit.

Public Display of Affection (PDA)

Hugging, kissing, or physical contact (PDA) will be addressed as follows:

1st Offense	Conference with students. Notify parents.
2nd Offense	ISS ½ day assignment for each student.
3rd Offense	Alternating ISS and OSS for a total of two days for each student.
4th Offense	Alternating CAI & ISS for a total of four days for each student.

Cell Phones, Headphones and Earbuds

CELL PHONES, HEADPHONES AND EARBUDS

Possession and Use- Students shall be permitted to possess cell phones while attending school and school functions as defined by law. However, cell phones, headphones and earbuds may not be used in a manner which will disrupt the educational process. Students will be required to follow the rules below:

- Students are allowed to use their cell phones until instructional time begins, during passing periods between classes, and during their respective lunch time.
- At the discretion and permission of the classroom teacher, students may be allowed to use their phone for an instructional purpose in the classroom. The decision to use cell phones in this manner is solely up to the classroom teacher ONLY when connected to the instructional purpose of the lesson being presented to the class.
- Persons who loan his/her phone to someone else for use during an unapproved time will be subject to the same discipline as the person using their phone.
- Earbuds and or headphones will NOT be worn during instructional time in the ears or left around the neck.
- DCPS is not responsible for loss, theft, or destruction of cell phones brought onto school property.

CELL PHONE VIOLATION

If a student is using the phone in ANY way:

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1st Offense: Phone is taken to the office for the remainder of the school day.

2nd Offense: Phone will be checked in to the office for 3 school days and returned to the student at the end of each school day.

3rd and Subsequent Offenses: Phone stays in the office until a parent/guardian retrieves it.

It is only acceptable to use cell phones before or after school, during breaks between classes, or during lunch time.

HPHS legally has the right to confiscate a student's cell phone as long as:

1. Student has been informed of policy.
2. HPHS Staff may not turn the phone on/off or go through the content of the phone.
3. Student has been informed of the specific date and time the phone will be returned.

Classroom Seating Arrangements

- Teachers reserve the right to change seating arrangements and student grouping as needed for the benefit of instruction.
- If a student should refuse to sit where instructed, this action is considered to be **defiance** and **insubordination** and will result in an immediate office referral.

Restroom Policy

To ensure students are making the most of instructional time, HPHS students follow strict guidelines for leaving class to use the restroom. If someone begins to abuse the restroom privileges, they will be given a restroom sheet for that nine week grading period. Two emergency visits per class will be allowed during each of the nine week grading periods. For example, in Biology class, a student is allowed to leave class two times for an emergency restroom visit before he or she violates the Restroom Policy. Once these two visits have been used, the students will need to wait until break time to take care of restroom needs. At the beginning of the next grading period, this student will receive a blank restroom sheet and be allowed two emergency restroom visits for that Biology class and for all of his/her classes. If a student leaves the class after using both visits, he/she is considered skipping class and appropriate action will be taken.

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Behavioral Guidelines

During instructional time, students are expected to participate, be respectful of staff and peers, and follow instructions from their teacher/teacher partner. If a student is disrupting the learning environment or being disrespectful to staff or classmates, he or she will be asked to step into the hallway for a private conference with the teacher to address the issue. If the behavior continues, the student will be asked to report to the Focus Room for a minimum of 20 minutes.

Behavioral Consequences

- The student will complete assignments in the Focus Room for that particular class the next school day.
- The student will complete assignments in the Focus Room for multiple school days.
- The student will be placed in ISS (In School Suspension).
- The student will be placed at The Center for Academic Improvement
- The student will serve Out of School Suspension.
- If the student should continue to have behavior issues, next steps could include a Disciplinary Hearing at the Board of Education, Beyond Control Charges filed with the SRO, or other actions.

Focus Room

The purpose of the Focus Room:

- FR will be used as a quiet place for a student to regain composure when upset on occasion but not on a regular basis.
- FR will be used for a student who has caused a disruption in class (min. 20 minute stay).
- FR may also be used for a student who needs to fulfill an In School Suspension.
- If a student is sent to the FR for being disruptive or causing a distraction multiple times within a nine week period, the student will be subject to the following disciplinary actions:
 - 2 day In School Suspension on the 6th FR referral
 - 3 day In School Suspension on the 11th FR referral
 - 1-2 days OSS and/or CAI placement on the 16th referral

Student records for FR referrals will start over each nine week grading period

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Focus Room Guidelines

There is no talking, computer or phone use in the Focus Room. Students must turn in their phone to FR staff upon arrival. Any student with a phone in the Focus Room will be sent to Dr. Fleming for a phone violation.

- Sent Out of Class = 10 minutes quiet reflection/10 minutes filling out paperwork/apology. If the behavior incident requires writing sentences (profanity, throwing things...etc) the student will write sentences as soon as they arrive and stay until the amount of sentences assigned is completed.
- Cool Off = Student will sit 20 minutes to cool off or refocus.
- Silent Lunch = Student will sit through lunch with no talking, computer or phone.
- In School Suspension Rules:
 - No Phone. Students will see Mr. Jones at the beginning of each day to relinquish the phone and retrieve it at the end of the day.
 - No talking.
 - Student assignments will be sent by the teachers to the FR monitor.
 - Student will have a silent lunch of 25 minutes.
 - Computer and necessary supplies for assignment completion are available as needed.
 - Listening to music will not be allowed.
 - Headphones or earbuds will only be allowed if Edgenuity coursework is assigned.

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School or Vocational School Placement

All senior (12th grade) students are expected to have a job, be enrolled in Technical College or take an extra Careers class each quarter. If a student loses their job, they have two weeks to replace it and must be actively looking for a job. The student will provide check stubs, work verification form and any other documentation for proof of employment. If a student does not have a job, they must report to Dr. Fleming (Assistant Principal & Co-Op Supervisor), Ms. Lancaster (Counselor), or Ms. Saalwaechter (Counselor) immediately.

All students who enter Technical College **must** complete the semester. Failure to do so will result in full day classes and loss of credit. **Absolutely** no credit will be given for work until the end of the following semester.

**All of the above are part of the Guiding Principles for the school to ensure your success for graduation and in the workplace.*

Other Areas of Concern

Leaving School Grounds

Students must not leave school grounds without permission. Parents will be notified immediately and students will be subject to appropriate discipline.

Weapons

Any and all weapon issues will follow the guidelines of the Daviess County Board of Education policy and procedures.

Returning to DCHS or AHS

- Students are not to be on the grounds of Daviess County High School or Apollo High School without permission.
- Please know that all students are expected to follow the visiting procedures set forth by each school. Check in the school office before going to the Guidance Office.
- All bus procedures should be adhered to in order to continue with the privilege of riding the bus.

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- Students will not be allowed to walk from AHS or DCHS to HPHS or they will forego their bus riding privileges.
- Students riding the bus to AHS or DCHS are not allowed to ride with someone to HPHS once they arrive.
- HPHS students are not allowed to go through food service at another school since it is provided at our school.
- Students need to present an ID card if requested to do so by the principal or assistant principal of each high school.

School Fees

School fees are \$95.00 per year (\$47.50 per semester). **Each student is required to purchase a student ID card for \$5.00.** Please make sure all obligations including technology and library fines are taken care of at your previous school. Diplomas will be held for lack of payment. **Please note that any fees paid after Spring Break must be paid in cash, bank certified check or money order.**

Immunizations

Students must have on file a valid immunization record, birth certificate, social security number and physical exam. You may see Ms.Cornelius in the Youth Service Center for opportunities to have your records updated.

Discover College and Dual Credit

All students participating in these programs must adhere to the policies of said programs and work closely with the Assistant Principal, Dr. Fleming.

ACT and Scholarship Information

It is recommended that all seniors take the ACT by October. This improves the chances of scholarships. Please work closely with the school counselors, Ms. Lancaster and Ms. Saalwaechter, on the opportunities that are available to you.

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Homeless

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer or other accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Then, you have certain rights or protections under the McKinney-Veto Homeless Education Assistance Act.

You have the right to:

Go to school, no matter where you live or how long you have lived there. You must be given access to the same public education provided to other students.

Continue in the school you attended before you became homeless or the school you last attended, if it is your choice and is feasible. The school district's local liaison for homeless education must assist you, if needed, and offer you the right to appeal a decision regarding your choice or school if it goes against your wishes.

Receive transportation to the school you attended before you became homeless or the school you last attended, if you request such transportation.

Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from the regular school program because they are homeless.

Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.

Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.

Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrollment.

Receive the same special programs and services, if needed, as provided to all other students served in these programs.

Receive transportation to school and to school programs.

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When you move, you should do the following:

Contact the school district's local liaison for homeless education for help in enrolling in a new school or arranging to continue in your former school.

Tell your teachers anything that you think they need to know to help you in school.

Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies if needed.

If you need further assistance, call the
National Center for Homeless Education

At the toll-free Helpline number:

1-800-308-2145

www.serve.org/nche

Department of Education

United States of America

The Six P's of Discovery

- 1) Prompt
- 2) Polite
- 3) Prepared
- 4) Positive Mental Attitude
- 5) Participating
- 6) Productive

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The 7 Habits

The First Three Habits surround moving from dependence to independence (i.e., self mastery):

- **Habit 1: Be Proactive** - Take initiative in life by realizing that your decisions (and how they align with life's principles) are the primary determining factor for effectiveness in your life. Take responsibility for your choices and the consequences that follow.
- **Habit 2: Begin with the End in Mind** - Self-discovery and clarify your deeply important character values and life goals. Envision the ideal characteristics for each of your various roles and relationships in life. Create a mission statement.
- **Habit 3: Put First Things First** - Prioritize, plan, and execute your week's tasks based on importance rather than urgency. Evaluate whether your efforts exemplify your desired character values, propel you toward goals, and enrich the roles and relationships that were elaborated in Habit 2.
- **Habit 4: Think Win-Win** - Genuinely strive for mutually beneficial solutions or agreements in your relationships. Value and respect people by understanding a "win" for all is ultimately a better long-term resolutions than if only one person in the situation had gotten his way.
- **Habit 5: Seek First to Understand, Then to be Understood** - Use empathic listening to be genuinely influenced by a person, which compels them to reciprocate the listening and take an open mind to being influenced by you. This creates an atmosphere of caring, and positive problem solving.
- **Habit 6: Synergize** - Combine the strengths of people through positive teamwork, so as to achieve goals no one person could have done alone.
- **Habit 7: Sharpen the Saw** - Balance and renew your resources, energy, and health to create a sustainable, long-term, effective lifestyle. It primarily emphasizes exercise for physical renewal, prayer (meditation, yoga, etc.) and good reading for mental renewal. It also mentions service to society for spiritual renewal.

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Tip Line

Please call **270/684-9466** to report a situation that could jeopardize the safety of our students or school. *All calls are confidential.*